

# **NOTICE:**

## **NEW REGISTRATION/INVENTORY FEE INSTRUCTIONS**

**Due Date: March 1st (annually)**

**Amount of Fee: \$100 per facility for Registration**  
**Amount of Inventory Fee: Based upon average daily amount of inventory.**

If you are a facility owner and/or operator who manufactures, processes, stores, or otherwise uses hazardous materials above threshold planning or reporting quantities:

### **YOU MUST**

Submit Safety Data Sheets (SDS) or a list of chemicals for which you have SDS to your local fire department, appropriate (county) Local Emergency Planning Committee, and Maine State Emergency Response Commission, (§311/§796) within 90 days of adding chemicals or exceeding threshold planning quantities

### **AND**

Annually, **by March 1**, submit Tier 2 submission with the U.S. EPA Tier 2 Submit Software to your local fire department, appropriate (county) Local Emergency Planning Committee, and Maine State Emergency Response Commission, (§312/§797)

### **AND YOU MAY NEED TO**

Annually, **by July 1**, submit a Toxic Chemical Release Inventory (Form R or Form A) to U.S. EPA

### **THEN:**

**You are required to pay an annual Registration/Inventory fee on or before March 1.**  
**Complete the attached green work sheet included with these instructions.**

A new Registration Fee amount was put through Legislative Rule Making in the Fall of 2023 and approved.

If you are the owner or operator of **agricultural operations**, you may be exempt from **all** fee requirements of this rule. If you have determined that you are exempt, please indicate that on the green fee worksheet and you need only return the worksheet to the address on the form. Please contact the Maine Emergency Management Agency with any questions.

The inventory fee is based upon the **sum of the average daily amounts of each chemical** you report stored during the previous calendar year. There are three schedules used in determining those fees based upon the classification of that chemical and the nature of business at your facility.

#### Part I: Extremely Hazardous Substance Fees

Under EPCRA, the U.S. EPA is mandated to produce a list of chemicals for which planning in local communities and facilities would be required. The chemicals on the list are Extremely Hazardous Substances (EHSs), and they have threshold-planning quantities (TPQs) of 500 pounds, or the EPA established TPQ, **whichever is lower**. The list of Extremely Hazardous Substances found in 40 CFR Part 355, or the Title III "List of Lists" is available online at:

<https://www.epa.gov/epcra/consolidated-list-lists>

To complete the worksheet, determine which substances located (stored) at the facility are EHSs. For **each** EHS, take the total amount being reported in the "Average Daily Amounts in storage" as reported in the Chemicals in Inventory module in your electronic Tier 2 Submission. Use the table below (Schedule A) to determine the fee for **each** EHS and enter that amount in the Fee column. Enter the name and average daily amount from the electronic Tier 2 Submission for each EHS. **Do not combine** the weights of different EHS chemicals.

### Schedule A: Extremely Hazardous Substance Fees

Total average daily amounts of:	Fee
Less than 99 lbs	\$ 30
100-999 lbs	\$ 75
1,000-9,999 lbs	\$100
10,000-99,999 lbs	\$150
100,000-999,999 lbs	\$225
Greater than 1,000,000 lbs	\$300

#### Part II: Hazardous Chemical Fees

All other chemicals that you report on the electronic Tier 2 Submission which have reportable quantities of 10,000 pounds are known as Hazardous Chemicals (HCs). For example, gasoline, propane, wood pellets.

Determine which substances located (stored) at the facility are Hazardous Chemicals (HCs). For **each** HC, total the weight and record in the "Average Daily Amounts in Storage" as reported on your electronic Tier 2 Submission. Use the table below (Schedule B) to determine the fee for **each** HC. Enter the name and average daily amount from the electronic Tier 2 Submission for each HC. **Do not combine** the weights of different HCs.

#### Schedule B: Hazardous Chemical Fees

Total average daily amounts of:	Fee
Less than 10,000 lbs	\$ 0
10,000-99,999 lbs	\$ 75
100,000-999,999 lbs	\$100
Greater than 1,000,000 lbs	\$200

If you are a **retail marketer of petroleum products** (i.e., gas station, marina, airport, fuel oil dealer, etc.) then the fees on the petroleum products that you report are different from the previous schedule. For petroleum products reported only by retail marketers, use the fee schedule (Schedule C) shown below.

#### Schedule C: Hazardous Chemical Fees For Retail Marketers ONLY

Total average daily amounts of:	Fee
Less than 75,000 lbs	\$ 0
75,000-99,999 lbs	\$ 75
100,000-999,999 lbs	\$100
Greater than 1,000,000 lbs	\$200

This exemption does not apply to **wholesale** or **bulk distributors** of petroleum products or to facilities who keep reportable quantities of petroleum products for their private or business use.

Complete the attached Green Fee Worksheet by writing in the name of the chemical and total average daily amount in storage from the electronic Tier 2 Submission and fee amount from Schedule A, B or C above.

If you are reporting for more than one facility, you can put them on the same form. **INVENTORY FEES ARE ASSESSED PER CHEMICAL PER FACILITY.**

When you complete your fee worksheet, please keep a copy for your records. You should either use the credit card portal through our website to address the fees or send the green worksheet with a check made out to TREASURER, STATE OF MAINE to:

Maine Emergency Management Agency  
Attn: SERC  
72 State House Station  
Augusta, Maine 04333-0072